G.R.S. IX—5]

Previous references. ~~102~~ 1917 G.M.

File No. 276/17

Serial Nos. 3, 4, 5, 6, 9, 18, 19, 24, 27, 48

Later references.

(Contains a sealed Cover)

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 3, 4, 5, 6, 9, 18, 19, 24, 27, 48.

Part B for April 1924

SUBJECT

Proposal to change the form of confidential report on the work & qualifications of Revenue Officers.

(For Disposal at a Meeting)

No. C. 654

4/5/1918.

GENERAL AND REVENUE SECRETARIAT.

COUNCIL MATTER.

SUBJECT.

Proposal to change the form of confidential report on the work and qualifications of Revenue officers.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

C.B. Balasundaram Jr

Chief *Secretary to Government.*

2nd May 191 8

Extraordinary Member of Council. 8.5.

First Member of Council. 4.5.

951/6.5.

Second Member of Council. Seen.

WD 2670—GPB—1,000—11-5-17

G. R. S. III-2]

General and Revenue Secretariat. | G.M. File No. 276 of 1917.

Prot 599-17

Serial No.

Special Confidential reports ~~prescribed for~~ regarding the work of Pro: Asst. Comrs prescribed in paragraph 3 of G.O. No. G.547-96 / Fin 327-16-29 dt 17.7.1913 have not been received from the Dy: Comrs. Concerned for the half year ending 30.6.1917.

2 Subtd with a draft.

Recd 6/10/17

3 Dsnl as dpsd

3 To the Dy Comrs of Mysore, Shimoga, Bangalore Rural, Chitaldrug & Tumkur

D.Dis. 5213-18 dt 10.10.17

Requests that the special confidential report re: the work of Prob: asst Comrs called for in the D.O. for the half year ending 30th June 1917 may be forwarded immediately.

From

4 The Dy. Comr, Tumkur. no 115 & 13.10.17.

States that Mr. Chandy has been requested to submit the report about Mr. Chennaraj Urs.

6 From The Dy. Comr, Shimoga, no 72 & 30.10.17

States that the report was submitted on 30.6.17 and forwards copy of the report.

Secretary's orders:-

4. "C.S., Why was a second report called for!" (Sd) C.S.B. 4.11.17.

5. The report now called for is not

NOTE—Contn. sheet.

Serial No.

-the usual half-yearly confidential report of Gazetted officers, but a special report as prescribed in para 3 of G.O. no. G.547-96 dt 17-7-17.

6. A draft is submitted for approval or other order put 9-11-17.

7- Issued
9/11/17

6. Do.

To D.C. Shimoga,
G.6338 of 12-11-17
Forwarding the copy of the report received from him as in Sl. 5, as the one required is a Special Confidential report regarding the training and progress [illegible]

7 From the Dy: Cmsr. Chitaldrug Sl. No. C 24 dt 9-11-17
Forwards the Special Confidential report regarding the work of Mr. T.V.A. Iswaram BA Pro: Asst. Cmsr. for the half year ending 30:6:17 received from Mr. C.S. Balasundaram Esq, the then Dy: Cmsr of the Dt.

8 From the ~~Dy: Cmsr~~ Registrar of Co-operative Societies
No. 2761 dt 16-11-17
Reports on the work done by Mr. M. Chennaraja Urs Pro: Asst Cmsr. attached to the Bench Office for the ~~half year~~ ending 30-6-17 during which period he was Dy: Cmsr of the Dt.

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

File No. 276 of 1917.

Serial No.	
	Subtd with a draft reminder to the Dist Dy: Comrs. Issued 22/11/17 VS 9. Issue U/22/11/17
	Issued No. G. 6982-5 dy 26-11-17
9	From the D.C. Bangalore No. C478 dy 30-11-17 Forwards the Special Confidential report on the work of the Pro: Asst Comr Mr. N. Sundararajenga for the half year ending 30-6-17 Submitted ~~Report~~
	10. Similar reports from the D.C.'s of Mysore, Shimoga & Kadur to whom a reminder has been sent on 26-11-17 will be awaited. Issued 3-12-17 VS U/4/12/17
18	From the D.C. Kadur No. 52 dy 19-12-17 Submits a report on the work of the Pro: Asst Comr S. Abdul Khader for the half year ending 30-6-17.
	11. Subtd with a draft reminder to the ~~D~~ D.C's of Mysore & Shimoga from whom reports are due. Issued 23/12/17 VS 12 Issue U/26/12/17
	Issued No. G. 9050-1 dy 27-12-17.

NOTE—Contn. sheet.

General and Revenue Secretariat.

Fin File No. 276 of 1917.

Serial No.	
19	From the Dy: Cmsr. Shimoga Dt. No. 948 8-1-18 Forwards copy of Mr. A. Subramanya Iyer's (D. C. Tumkur) letter regarding the work of M. D. H. Krishna Rao, Pro: Asst. Cmsr. 13. The only report due is from the D.C. Mysore about M. M. Seshadri. 14. It will be awaited as a reminder has been sent to him on 4-1-18. Recd 10/1/18 VS 15 Wait a week 15/1/18
21	From the Dy: Cmsr. Mysore Dt. No. 180 of 10-1-19 Submits a special confidential report regarding the work of Mr. M. Seshadri, Pro: Asst. Cmsr. attached to his Dt. for the half year ending 30-6-17. 16. All the reports have been received. 17. The reports about Messrs. D. H. Krishna Rao, Chennaraj Urs & T. V. A. Iyengar are not in the handwriting of the Dc's of Shimoga, Tumkur & Chitaldrug as required in paragraph 3 of Fin. No. G.547-96/Fin 327-16-29 & 17-7-17 prescribing the confidential reports. Submitted Recd 21/1/18 Chief Secy 15/1/18 18. The report about Mr Seshadri is not complete as Mr Bowring joined the Dt towards the very close of the half year. Please get the report from the previous D.C. 16/1/18 & Dcs copy

NOTE—Contn. sheet.

General and Revenue Secretariat.

File No. 276 of 1917.

Serial No.	
	Subtd with a draft Issued 26/1/18 VS. U/28/1/18
27	Do The Deputy Commr Bangalore Dist. C. 10390 of 29-1-18. Regrets that spl. confidential reports about the work of Mr. Sundara Raja Iyengar for half year ending 30-6-17 may be obtained from the officers who were before him and forwarded to this office.
~~26~~	~~From the Dy. Comr. Bangalore No. 478 of 30~~
48	From the Dy: Comr. Bangalore No. D2/493 of 15-3-18 Forwards in original the Confidential report regarding the work of Mr. V. Sundararajeyyar, Ow. Asst. Comr, received from the officers who were in charge of the Dt during the half year ending 30.6.17. Submitted with reference to para graph 18 supra Issued 23.3.18 VS.

All the papers are placed in a Confidential Cover. VS

Schuster 2nd Member U/25/3/18

see 27 U/30/3/18

Reports are in various forms, I am also like many

Please suggest

U/4/4/18

388. 30.3.18

NOTE—Contn. sheet.

(received from Dy: Curators)

SUBJECT Special confidential reports regarding the work of Pro: Asst. Curators. viz. (Messrs) M. Seshadri, P. H. Krishna Rao, N. Sundararajeyar, T. Abdul Khader, T. V. A. Sivaram & M. Chennaraj for the half year ending 30. 6. 1917. 26/3/18

No.	Date of opening	Signature of officer opening	Passed on to

General and Revenue Secretariat.

G.M File No. of 1917.

MR. 1427 of 917-18

Serial No.

The Special & Confidential reports regarding the work of Pro: Asst. Comsrs. prescribed in paragraph 3 of Govt. order No. G.547-96 / G.M.327-16-29 dt 17th July 1917 issuing instructions regarding their training is now being received direct from the Dy. Comsrs.

2. It is perhaps desirable that such reports should come through the Rev. Comsr. The above G.O. is silent on this point.

3. Submitted for orders.

Keilo 25/8/18

4. DC's may be asked to send them through the R.C. (Chatterji) U/25/8/18

5. Yes. Draft & send to Rev Secy for remarks.

JJ 31/8/18 U/1/9/18

6. Draft subtd

Keilo 2/9/18

Revsy U/2/9/18

7 May, I think, be slightly revised as shown in pencil & issued with the 2nd member's approval —

JJ 4.9.18.

(Chatterji) U/-4/9/18

NOTE—Contn. sheet.

Serial No.

Entries here to

8

In another file the 2nd member suggested the need for a uniform form of report. that may also be incorporated with this order.
Please submit a form.

Ch
24/5/18
14/5/18

9.

Draft form is put up.
10. A revised draft G.O. is also submitted

Recd
14-5-18

Chatterjee) 17/5/18

2nd member 11.

Ch
20.5.18.

12) Medical officers 18/5/18
Ch
20/5/18
Superintendents may
suggest such other
Drugs for
Change like iron
& Cuff expectorants
& medicines like
Quinine
13) Quinine Ch
Ch
The form prepared
Ch
by me. Recommended for
Ch
Ch
24/5/18

NOTE—Contn. shee

WD A 1789—GPB—60,000—20-3-18—S.

G. R. S. III-2)

General and Revenue Secretariat.

File No. 276 of 1917.

Serial No.	
	Subtd with a fair draft of the Form embodying the corrections made by the Second Member of Council as also certain other items contained in the revised ~~peace~~ draft forms of Confidential reports for Sub-Dn Spices & Amildars suggested by the Members, which are now before the Council.

Recd 1/6/18

Mehrotra

To discuss with Rev Mr 29/6/18

VS

VS 13/6/18

NOTE—Contn. sheet.

REPLY.

(To be written on this margin.)

Office of the Dewan of Mysore.

NOTE.

Dated.....April.....*191*8.

Note dated the 20th April 1918 from the Second Member of Council regarding the form of the confidential report on the character and work of Revenue officers.

Forwarded to the Chief Secretary for favour of circulating and bringing up at a meeting of Council.

28.4.18 CO

Chief Secretary.

CS.
Circulate.
CBS
30/4/18

DEWAN OF MYSORE

passed

D. O. No. 5668

Mysore,

28th April 1918.

Dear Mr Banerji,

Many thanks for your note of the 20th instant and the proposed form of confidential report on the ~~character and work~~ qualifications of Revenue officers, I have asked the Chief Secretary to circulate and bring the form up at a meeting of Council.

I have not had time to go into details, but I feel qualified it is a move in the right direction.

Yours sincerely.

Sd M. Visvesvaraya.

A. R. Banerji Esq C.I.E.

28296

GOVERNMENT OF MYSORE

LANGFORD HOUSE,
RICHMOND ROAD,
BANGALORE.

10.4.18

Dear Sir M Venkataraya

Herewith send a Confidential Report upon Candidates

Yours sincerely

W Thompson

CONFIDENTIAL NOTE OF THE SECOND MEMBER REGARDING THE REVISION OF THE CONFIDENTIAL FORM REPORT FORM.

17th April 1918.

.....

The form of confidential report on the character and work of officers seems to me to be too stereotyped and at all events not very well adapted for the Revenue Department. The work of this Department is deteriorating rapidly and it is necessary to have information every half year of a more detailed character, on the work of Amildars and Sub Division officers under the chief heads. I therefore propose modification of this form . Vide drafts accompanying.

May be discussed in Council if the Dewan agrees.

20.4.18

REPORT ON THE CHARACTER AND WORK OF

AMILDARS.

(modifications are shown in red.).

....

Name. - Mr.....

Service..... (Total.....
In grade .....

1. CHARGE.

I. Name of Taluk, area, revenue population and class.

II. Period of charge.

III. Permanent, sub pro tem or acting.

2. DEPARTMENTAL EFFICIENCY.

I. Has he done his work well, during the half year?

II. Have supervising officers inspected his work and his office; if so, when and with what result?

III. Are reports etc., received from him and orders, judgments etc., passed by him carefully and lucidly prepared and do they show that he is well equipped and an officer of sound judgment?

3. GENERAL BUSINESS HABITS.

I. Are his relations with those working with him generally cordial, and does he display good temper and tact in dealing with those with whom he is brought into contact - official and non-official?

II. Does he attend office regularly and at fixed hours:

Has he sent any reports against his village officers or other subordinates for misconduct or bad work?

III. Is his office in good order? Does he habitually delay in dealing with matters which can and ought to be disposed of promptly.
His total office pendency(No:) at the end of each half year should be given, with a list of papers more than one year old.

4. ~~IV~~. How does he stand in respect of the following branches of work in your district, amongst Amildars:-

1. Collection (including arrears) give percentage.
2. Darkhasts.
3. Disposal of petitions.
4. Touring & inspection of villages.
5. Supervision over Shekdars & village officers.
6. Tank restoration.
7. Village improvement.
8. Treasury.
9. Agricultural loans.

5. PROFESSIONAL KNOWLEDGE.

I. What is your opinion about the officer's ability, attainments and knowledge of Land Revenue & other departmental procedure?

II. Has he shown any initiative and does he take sufficient interest in economic development. Quote instances.

7. General Qualifications.

I. Do you consider him to be zealous and energetic?

II. Is there anything in his work to show that his efficiency as a Government officer is impaired by his constitution or habits?

III. Is he quite straightforward in his official dealings? Does he command the confidence and respect of those who come into official relations with him?

IV. Is he of strictly sober habits? Generally what is the moral character as well as the reputation of the officer reported upon?

8. Promotions.

If your report is decidedly unfavourable and is likely to result in his promotion being stopped, permanently or temporarily, state the exact grounds on which you consider this step would be justified.

Signature of the Reporting Officer.

Remarks by the Head of the Department.

WD 1807—GPB—4,000—15·2·17—S.

REPORT ON THE CHARACTER AND WORK OF AMILDARS

Modifications are shown in red.

Name.- Mr. .....

Service..... Total.....

In grade.....

*****

1. CHARGE.

I. Name of Taluk, area, revenue population and class.

II. Period of charge.

III. Permanent, sub pro tem or acting.

2. DEPARTMENTAL EFFICIENCY.

I. Has he done his work well during the half year?

II. Have supervising officers inspected his work and his office; if so, when and with what result?

III. Are reports etc., received from him and orders, judgments etc., passed by him carefully and lucidly prepared and do they show that he is well equipped and an officer of sound judgment?

3. GENERAL BUSINESS HABITS.

I. Are his relations with those working with him generally cordial, and does he display good temper and tact in dealing with those with whom he is - - brought into contact - official and non-official?

II. Does he attend office regularly and at fixed hours?

Has he sent any reports against his village officers or other subordinates for misconduct or bad work?

III. Is his office in good order? Does he habitually delay in dealing with matters which can and ought to be disposed of promptly.
His total office pendency (No) at the end of each half year should be given with a list of papers more than one year old.

4. How does he stand in respect of the following branches of work in your district, amongst Amildars:-

1. Collection (including arrears) give percentage.
2. Darkhasts.
3. Disposal of petitions.
4. Touring and inspection of villages.
5. Supervision over Shekdars and village officers.
6. Tank restoration.
7. Village Improvement.
8. Treasury.
9. Agricultural loans.
10. Police work. (Investigation of heinous cases).

5. PROFESSIONAL KNOWLEDGE.

I. What is your opinion about the officer's ability, attainments and knowledge of Land Revenue and other departmental procedure?

II. Has he shown any initiative and does he take sufficient interest in economic development. Quote instances.

Sub Division officer.

Name. Mr. . . . . .

Service. { Total / In grade

1. Charge.

I. Name of Sub-Division . . . . .
Number of Talukas . . . . . .
Total population . . . . . .
Revenue . . . . . .

II. Period of charge

III Permanent, Sub-pro-tem or acting

2. Departmental efficiency

I Has he done his work well during the half year.

II (Same as for Mamlatdars)

III (no change)

3. General Business habits.

I Are his relations with those . . . . . into contact- official & non-official. (Same as for Mamlatdars)

II (Same as for Mamlatdars)

III Is his office in good order ? Does he habitually delay in dealing with matters which can & ought to be disposed of promptly ?

4. How does he stand in respect of the following branches of work:-

1. Disposal of Rev. Cases & appeals
2. Disposal of petitions
3. Tank restoration
4. Inspection of village & Taluka offices & treasuries.
5. Inspection of tanks & Village impt. works
6. Village inspections
7. Municipal & Local Boards work

6. Professional knowledge

I (Same as for Buildings)

II (Same as for Buildings)

7. General Qualifications

I Do you consider him to be zealous and energetic?

Do you consider him fit for any special work, e.g. Secretariat?

II Is there anything in his work ... (no change)

III Is he ~~straightforward~~ quite straightforward ..... (no change)

IV Is he ~~strictly~~ of strictly sober habits ..... (no change)

V Does he distribute patronage impartially?

8. Promotions

If your report is decidedly unfavourable ... (no change)

Signature of reporting Offr

Remarks of the Head of the Dept.

on the work of Mr. ..

Pro: Asst. Comsr. attached to

Dt., for the

half year ending .....

Name of Pro: Asst. Comsr.

2. Nature of ~~training~~ Clerical duties undergone during the half-year

3. Whether he has undergone the training for the period prescribed

4. Whether he has made satisfactory progress.

5. Has the Officer shown Eagerness, ~~to learn the work during the training~~ & diligence: or any of the opposite things stated

6. Has he acquired a knowledge of departmental matters, procedure, Accounts, &c to enable him to Control an Office efficiently. time yet.

7. What is your opinion about the Officer's Clerical ability and attainments.

5. Is he zealous & energetic & regular in his habits

9 Is he quite straightforward in his official dealings & what is the moral character as well as the reputation of the Officer reported upon.

Signature of the Dy: Comsr.

Remarks by the Rev. Comsr.

Well

W/17/5/W

Special Confidential Report

the work of Pro: Asst. Comrs.

Name . Mr. . . . . .

District to which attached } . . . . . .

Service . . . . . .

For half year ending . . . . . .

I Nature of training

Nature & particulars of training undergone during the half year.

II Departmental Efficiency

(1) Has he made satisfactory progress

(2) Has he shown Experience and diligence or any special aptitude for any particular line of work

(3) Has he acquired a knowledge of departmental matters, procedure, accounts &c to enable him to control an office efficiently

III General business habits

(1) Are his relations with those working with him generally cordial and does he display good temper and tact in dealing with those with whom he is brought into contact official & non-official.

(was asked)

2) Does he attend office regularly and at fixed hours.

IV Professional Knowledge

(1) What is your personal opinion about the officer's executive ability and attainments.

(2) Has he shown any initiative

V General qualifications

(1) Is he zealous & energetic and regular in his habits.

(2) Do you consider him fit for any special work, eg. Secretariat.

(3) Is he quite straightforward in his official dealings & what is his moral character as well as the reputation of the officer reported upon.

Signature of the Dy: Comsr.

Remarks by the Rev. Comsr.

13/6/11

G.R.S. VI-71]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, the *191* .

Date of issue.....

Signed by.....

May this be

i Printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press?

vi published in the Gazette Kannada part?

Section

File No.

Serial No.

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read.—

Order ~~Thereon.~~— **No.**

Govt. direct that the Special Confidential reports regarding the work of Probationary Asst. Comrs.

over.

prescribed in paragraph 3 of G.O. No. G.547-96/G.M.-327-16-29 dt 17.7.1917, be in future submitted in the accompanying form by the Dy: Comrs. of Ds. to the Rev: Comsr. in Mysore who will forward them to Govt. with his own remarks.

2. The Suptt. Govt. Press is authorized to print the form & supply the required number of copies to the Dy: Comrs. of Ds. on indents received from them.

Chief Secy to Govt

Print.

To

The Rev. Comsr. in Mysore
" Dy: Comrs of Ds
" Suptt. Govt. Press.

List of enclosures.

Copied by

Examined by

Extract from the Proceedings of the 504th *Meeting of the Council of His Highness the Maharaja, held at Bangalore on the* 11th September 1919. 19 .

3. Subject. - Clause xii of the schedule.

Proposal to make the present half-yearly confidential reports annual in the Technical Departments (e.g. Public Works, Electrical and Railways etc.), no set form being prescribed for the purpose.

Opinion of the Council.

The confidential report may be annual instead of half-yearly.

(Signed) M. Kantaraj Urs,
Dewan of Mysore.

Note.- The existing form may be retained with some modifications. The report may be annual. The form may be revised by the Secretaries at a meeting.

"EXTRACT"

Chief Secretary to Government.

WD 1148—GPB—1,000—23-12-18

Give it my opinion
for personal discussion
with R.C. at mysore
MB
4/6.

Office of the Revenue Commissioner in Mysore.

D.O.No. 806

Bangalore 10th June 1918.

Dear Mr Balasundaram Jr

In reply to your D.O. No. C.654 dated 7th June 1918, re the revision of the form of Confidential Report on the character and work of Assistant Commissioners and Amildars, I beg to return herewith the forms received with the above, noting thereon my opinion in respect of the several additions etc, proposed to be made in the form.

Yours sincerely

REPORT ON THE CHARACTER AND WORK OF ZAILDARS.

[Modifications are shown in red]

--:o:--

Name.- Mr. .....

Service | Total .....
| In grade .....

----:o:----

1. CHARGE

I. Name of Taluk, area, revenue, population and class.

II. Period of charge.

III. Permanent, sub-pro tem or acting.

2. DEPARTMENTAL EFFICIENCY.

I. Has he done his work well during the half year?

II. Have supervising officers inspected his work and his office; if so, when and with what result.

III. Are reports etc., received from him and orders, judgments etc., passed by him carefully and lucidly prepared and do they show that he is well equipped and an officer of sound judgment?

Supervising officers from their inspection deal and frame accurate rest marks on the records of their inspection but also on his records coming up before them on appeal or revision from their courts.

I think this question needs strengthening to remain as in the present form. 2 III

3. GENERAL BUSINESS HABITS.

I. Are his relations with those working with him generally cordial, and does he display good temper and tact in dealing with those with whom he is brought into contact - official and non-official?

II. Does he attend office regularly and at fixed hours:

Has he sent any reports against his village officers or other subordinates for misconduct or bad work?

This seems to be dealt as matter for confidential papers, as I cannot see how Mr regis their work by Superior Officers

I do not see the object of this question, as I cannot understand what clear inference can be drawn from the answer to it,

III. Is his office in good order? Does he habitually delay in dealing with matters which can and ought to be disposed of promptly.

His total office pendency (No.) at the end of each half year should be given, with a list of papers more than one year old.

There are in the nature of a general review of the amildars work in the several branches of administration. I can more appropriately find a place in the several periodical returns, reviews & administration Reports. They seem to be out of place in a confidential report. Whatever is intended to embody his confidential opinion based on general impressions supported by particular instances whenever possible - about his official character, capacity, knowledge of work, tact, &c. Of a general review of the amildars work is intended, it will be necessary to add many other items as inspectional work, Local Fund & Muni work, Panchayat Taluk Boards work &c.

4. HOW DOES HE SCORE IN RESPECT OF THE FOLLOWING BRANCHES OF WORK IN YOUR DISTRICT, TALUK? INDEED:-

1. Collection (including arrears) give percentage.
2. Darkhasts.
3. Disposal of petitions.
4. Touring and inspection of villages.
5. Supervision over shenbars and village officers.
6. Tank restoration.
7. Village improvement
8. Treasury.
9. Agricultural loans.
10. Police work (investigation of heinous cases).

5. PROFESSIONAL KNOWLEDGE.

I. What is your opinion about the officer's ability, attainments and knowledge of Land Revenue and other departmental procedure?

II. Has he shown any initiative and does he take sufficient interest in economic development. Quote instances.

Why should special mention be made of 'economic development work'. It is likely to lead to his improvement being over estimated to the prejudice of other work.
That question was remarked on this occasion to be

7. General Qualifications.

I. Do you consider him to be zealous and energetic?

II. Is there anything in his work to show that his efficiency as a Government officer is impaired by his constitution or habits?

III. Is he quite straightforward in his official dealings? Does he command the confidence and respect of those who come into official relations with him?

IV. Is he of strictly sober habits? Generally what is the moral character as well as the reputation of the officer reported upon?

8. Promotions.

If your report is decidedly unfavourable and is likely to result in his promotion being stopped, permanently or temporarily, state the exact grounds on which you consider this step would be justified.

Signature of the Reporting Officer.

Remarks by the Head of the Department.

WD 1807—GPB—4,000—15-2-17—S.

REPORT ON THE CHARACTER AND WORK OF REVENUE SUB DIVISION OFFICERS.

---:o:---

Name.- Mr. .....

Service. } Total. .....
} In grade. .....

----:o:o:o:----

1. CHARGE.

I. Name of Sub Division
Number of Talukas
Total population
Revenue

II. Period of charge.

III. Permanent, sub pro tem or acting

2. DEPARTMENTAL EFFICIENCY.

I. Has he done his work well during the half year?

II. (Same as for Amildars). Vide remarks on his form for a mldar.

III. (No change).

3. GENERAL BUSINESS HABITS.

I. Are his relations with those ..... into contact - official and non-official.
(Same as for Amildars).

II. (Same as for Amildars).

III. Is his office in good order? Does he habitually delay in dealing with matters which can and ought to be disposed of promptly?

4. [illegible] in the [illegible] of the following work:-

1. Disposal of revenue cases and appeals.

2. Disposal of petitions.

3. Land settlement.

4. Inspection of village and taluk offices and Treasuries.

5. Inspection of tanks and village Improvement works.

6. Village inspections.

7. Municipal and Local Boards work.

Vide remarks in Column four for Amildars.

5. PROFESSIONAL KNOWLEDGE.

I. (Same as for Amildars.)
II. Do.

6. GENERAL QUALIFICATIONS.

I. Do you consider him to be zealous and energetic?

Do you consider him fit for any special work, e.g. Secretariat?

This may come in Column III under No 8

II. Is there anything in his work &c ... (no change)

III. Is he quite straightforward &c ... Do.

IV. Is he of strictly sober habits &c... Do.

V. Does he distribute patronage impartially?

7. PROMOTIONS.

If your report is decidedly unfavourable ... (no change).

Signature of the reporting officer.

REMARKS OF THE HEAD OF THE DEPARTMENT.

Issued

C. 654

14.6.18

My dear Srinivasaragavar

I am desired to state that it is under contemplation to revise the form of consideration report on the character and work of Amildars and Subdivisional officers as in the copies of the drafts sent herewith, and to request you to favour Govt with your views in regard to the modifications proposed

Yours sincerely

[illegible]

No. C.652 & 29.8.18

Dear Sir,

With reference to the Correspondence ending with your D.O. letter No. 806 & 11.6.18 regarding the revision of the form of Confidential reports in respect of Huildars and ~~Asst.~~ Asst. Comrs., ~~I invite~~ ~~to say that~~ I should like to have a personal discussion with you on the subject. As you are anyhow coming here tomorrow to attend the meeting about the present Seasonal Conditions, may I request you to be so good as to make it convenient to meet me either half an hour before the meeting or soon after it is over to talk over the matter.

A line in reply will oblige

Yours sincerely

To

K.R. Srinivasamurthy Esq M.A.

Informal.

Subject.-

Proposal to change the form of confidential report on the work and qualifications of Revenue Officers.

Opinion of the Council.

G. R. S. VI—G/32] Immediate

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT,
( )
the 191

Date of issue 16. 10. 917

Signed by.....

Section

File No.

Serial No. 3

No.

To

The Deputy Comrs of (1) Mysore, (2) Shimoga,
(3) Bangalore, (4) Kadur, (5) Chitaldrug & (6) Tumkur

Sir,

I am directed to invite your attention to paragraph 3 of Govt. order No. G.547-96 / J.M. 327-16-29 of 17th July 1917 issuing instructions regarding the training of Pro: Asst. Comrs. and to request that the special confidential report regarding the work of Mr. (x) _____ Pro: Asst. Comr, attached to your Sh. for the

over.

(x)
(1) Mr. M. Seshadri BA (Mysore)
(2) " D.H. Krishna Rao Maj (Shimoga)
(3) " N. Sundararajaiengar BA (Bangalore)
(4) " T. Abdul Khader BA (Kadur)
(5) " T.V.A. Iswaram BA (Chitaldrug)
(6) " M. Chennaraj Urs BA LL.B. (Tumkur)

Received 9/10/17.

the half year ending 30th June 1917 may be forwarded immediately.

I have &c

For Secy to Govt.,
Coal. dept

List of enclosure

Copied by

Examined by

WD 86—GPB—60,000—15-11-16

Office of the Deputy Commissioner,

Tumkur District,

Dated, Tumkur, the 13th October 1917.

3081

17 13.

276-17

4

From

A. Subramanya Iyer, Esqr., B.A.,

Deputy Commissioner,

Tumkur District.

To

C. S. Balasundaram Iyer, Esqr., B.A.,

Secretary to the Government of His Highness the

Maharaja of Mysore, General Department,

BANGALORE.

S i r,

Referring to your letter No.G.5413-18/G.M.276-17-3 dated 10th October 1917, calling for the immediate submission of the special confidential report relating to Mr. M. Chennaraj Urs, B.A., Ll.B., Probationary Assistant Commissioner, for the half year ending 30th June 1917, I have the honour to state that Mr. K. Chandy, Registrar of Co-operative Societies, who was in charge of the Tumkur District, during the period referred to in your letter, has been requested to submit the report called for, direct to Government, to avoid delay.

I have the honour to be

S i r,

Your most obedient servant,

Asst Commissioner

for Deputy Commissioner,

Tumkur District.

T.K.N.

Subtd for perusal

23/10/17

16 OCT 1917

From

The Deputy Commissioner,

Tumkur District.

GEN. & REV. DEPT. GENERAL 16 OCT 1917

To

The Secretary to Government,

General Department, Bangalore.

Dated 12th

Despatched 13th October 1917.

Received

General No. Pol/@ 113

Enclosure No. 9-17-18

Stating that Mr. K. Chandy, Registrar of Co-operative Societies, has been requested direct to Government to submit the special half yearly confidential report relating to Mr. M. Chennaraj Urs, Probationary Assistant Commissioner, as he was in charge of the District during the period.

GENERAL SECRETARIAT
10 NOV. 1917

Office of the Deputy Commissioner
Shimoga District,
Camp Mysore, dated 30th October 17.

3590

From

M.A. Narayana Ayengar, Esquire, B.A., B.L.
Deputy Commissioner,
Shimoga District.

17-18
Gen.
276-17
5

To

C.S. Balasundaram Iyer Esquire, B.A.
Secretary to Government,
General Department, Bangalore.

Sir,

With reference to your letter No.G 5413-18 G.M. 276-17-3 dated 10th October 1917 regarding the submission of the half yearly confidential report on the work of Mr.P.H. Krishna Rao, M.A. Probationary Assistand Commissioner attached to this District, I have the honor to state that it is seen from the registers here that the said report has been submitted to you on the 30th June 1917.

2. I have, however, sent a copy of the above report again for ready reference.

I have the honor to be,
Sir,
Your most obedient servant,

M.A. Narayanaiyengar.
Deputy Commissioner,
Shimoga District.

A.H.

GPB—100,000—29-7-14

1917-1918.

From The Deputy Commissioner,
Shimoga District,

To The Secretary to Government,
General Department,
Bangalore.

Dated
Despatched 30th October 1917
Received

General No. D2 Dis 172 of 1917-1918
No.

Enclosure No. /.

Forwards a copy of the confi dential report regarding the work of Mr. P.H. Krishna Rao, M.A. Probationa Assistant Commissioner, for the half year ending 30th June 1917.

3606.

Office of the Deputy Commissioner,
Chitaldrug District.

1917-18 18
Section GM 226-17

From Dated Camp Mysore, 6th November 1917.

Mr. Zahiruddin Mecci Esquire B.A.,
Offg: Deputy Commissioner,
C H I T A L D R U G.

To

C. S. Balasundaram Iyer Esquire B.A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysor
B A N G A L O R

S I R,

With reference to your letter No.G.5413-18/G.M. 276-17-3 dated the 10th October 1917, I have the honor to forward herewith the special confidential report regarding the work of Mr. T. V. A. Isvaran B.A., Probationary Assistant Commissioner for the half year ending 30th June 1917 received from Mr. C. S. Balasundaram Iyer, the then Deputy Commissioner of the District.

I have the honor to be,
S I R,
Your most obedient servant,

Offg: Deputy Commissioner,
Chitaldrug District.

S.V.

12 NOV 1917

W.D. 6241—GPB—6,00,000—19-5-16—S.

191

From

The Deputy Commissioner
Chitaldrug District

To

The Chief Secretary to Govern
Bangalore

Dated

Despatched 9th Nov 1917

Received

General No. CC No 24

No.

Enclosure No.

Submitting Special
Confidential report regarding
the work of Mr. T.V. R
Iyengar. Probationary Assistant
Commissioner for the half
Year Ending 30th June 1917.

To

The Dy. Commissioner,
Shimoga.

Sir,

With reference to your letter no. 72 of 17-18 & 30.10.17, I am to state that the report called for in my letter no. G.5413-8 / G.M. 276-17-3 & 10.10.17 is a special confidential report regarding the training and progress etc of Probationary Asst Commrs as prescribed in para 3 of the G.O. no. G.547-96 / G.M. 327-16-29 & 17.7.17 and not the usual half yearly confidential report of Gazetted officers which has already been submitted by you ~~about~~ ~~On~~ 30.6.17.

The copy of the report received with your letter is returned herewith.

Have etc

Chief Secy to Govt

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT,
( ).
, the 191 .

Date of issue 26.11.17

Signed by M. Z. Reja

Section
File No.
Serial No.

No.

To

The Deputy Commrs of (1) Mysore, (2) Shimoga
(3) Bangalore & (4) Kadur Dts

Sir,

I am directed to invite your attention to this Office letter No. G.5213-18 Fin 276-17-3 dt 10.10.1917 and to request that the called for Annual Special Confidential report regarding the work of Mr ×

Pro. Asst Commr attached to your Dt may be furnished without further delay.

I have &c

22/11/17
for Chief Secy

Recd

(1) Mr. M. Sashadri (Mysore)
(2) " P.H. Krishna Rao (Shimoga)
(3) " N. Sundarajaengar (Bangalore)
(4) " T. Abdul Khader (Kadur)

Office of the Deputy Commissioner,

Bangalore District,

Dated, Bangalore, 29th November '17.

No.....

From

P.F. Bowring, Esquire,

Deputy Commissioner, Bangalore District.

To

C.S. Balasundaram Iyer, Esq., B.A.,

Chief Secretary to the Government of His Highness

the Maharaja of Mysore, B A N G A L O R E.

Sir,

Referring to your letter No. G. 6982-5 of the 26th instant calling for the Special Confidential Report on the work of the - Probationery Assistant Commissioner Mr. Sundararaja Iyengar, ---- attached to this District for the half year ending with 30th June 1917 as prescribed under para 3 of Government Order No. G.547-96/ G.M. 327-16-29 dated 17th July 1917, I have the honour to forward the report enclosed in a sealed cover.

I beg to point out that the first report prescribed in the Government Order of 17th July 1917 is due only in January 1918.

I have the honour to be,

Sir,

Your most obedient servant,

Deputy Commissioner,
Bangalore District.

D.V.R.

W.D. 0244—GPB—6,00,000—19-5-16—S.

1917-18 V

From The Deputy Commissioner
Bangalore Dt.

To The Chief Secy: to
the Govt: of Mysore
Bangalore

Dated

Despatched 30/11/17

Received

General No. C 478 of 17/18
No. H.O.

Enclosure No. one cover

Forwarding the Spl: Confidential
Report on the work of the Probg:
Asst Commr Sri Sundararaja
Iyengar attached to this Dt:
for the half year ending with
30th June 1917..

Kadur District.

Dated Camp Harihar pur, the 19th Dec 1917.

Recd.

4742

C. Devaraj Urs Esquire.
Deputy Commissioner, Kadur Dist
Chikmagalur

C. S. Balasundaram Iyer Esquire. B.A.,
Chief Secretary to the Government
of His Highness the Maharaja of Mysore.
Bangalore

Sir,

I have the honour to forward herewith the Report of Mr. B. Ramaiswamaiya, Assistant Commissioner who was in Charge of the Kadur District at the close of the last official year upon the work of the Probationary Assistant Commissioner Mr. T. Abdul Khader for the half year ending the 30th June 1917, as called for in your letter No. 5413-18/G.M 276-17-3 of the 10th October 1917.

I have the honour to be,
Sir,
Your most Obedient Servant,

Deputy Commissioner
Kadur District.

GPB—50,000—17-9-15

19 17

From The Deputy Commissioner
Kadu District. Chikunapalm.

To The Chief Secretary to the
Government of His Highness the
Maharaja of Nepal. Bangalore.

Dated
Despatched } Camp Haricharpur the 18th Dec. 1917
Received

General No. 52.
No.

22 DEC 1917

Enclosure No. one 845

Subject

Submitting a report on the
work of the Probationary Asst Commr
Mr. T. Abdul Khada for the half year
ending the 30th June 1917. —

—"—

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT,

( )

, *the* 191

Date of issue 4-1-1918

Signed by Mr K Seshadri

Section

File No.

Serial No.

No. G 7050-5/

To

The deputy Comrs of Nellore (1) & (2) Chittoor

Sir,

I am directed to invite your attention to this office letter No. G 5213-1 G.Dis-276-17 dt 10-10-17 and to reminder No. G.6982-5 dt 26.11.1917 and to request that the Special Confidential report therein called for regarding the work of (1) Mr. M. Seshadri (2) Mr. P. H. Krishna Rao, Pro: Asst Comrs attached to you dt. may be furnished immediately.

I have &c

Sd/-

For Chief Secy

Recd

2/1/18

No. D.E. Dis. 94 of 1917-18. Office of the Deputy Commissioner,
Rev.
Shimoga District.
Dated Shimoga the 8th January 1918.

From

5200

M. A. Narayana Iyengar, Esquire., B.A.,B.L.,
Deputy Commissioner,
Shimoga District.

Rev 276-17-19

To

C. S. Balasundram Iyer, Esquire., B.A.,
Chief Secretary to Government of Mysore,
B a n g a l o r e .

Sir,

In continuation of this office letter No. H.C. 269 Rev. 1917-18 dated the 5th January 1918, I have the honour to submit the enclosed copy of letter No. D.E. Dis. 96/1917-18 dated the 4th instant received from Mr. A. Subramanya Iyer., Deputy Commissioner, Tumkur, regarding the work of Mr. P.H. Krishna Rao, M.A., Probationary Assistant Commissioner.

I have the honour to be,
Sir,
Your most obelient servant,
M. A. Narayana Iyengar
Deputy Commissioner,
Shimoga District.

S.H.R.

GPB—100,000—29-7-14

From 1917-18.

The Deputy Commissioner,

Shimoga District.

To

The Chief Secretary to Government

of Mysore, Bangalore.

Dated 8th January 1918.

Despatched

Received

General No. D.C. Dis. 94 of 1917-18.
No.

Enclosure No. one

Submits copy of Mr. A. Subramanya Iyer's (Deputy Commissioner, Tumkur) letter regarding the work of Mr. P.H. Krishna Rao, M.A., Probationary Assistant Commissioner.

No. 180

Encl: one Sealed cover.

Office of the Deputy Commissioner
Mysore District

Dated Camp Koppa 10th January 18.

17-21.

From

K. Mathias Esquire, B.A.
Deputy Commissioner.
Mysore District

To

C. S. Balasundram Iyer Esquire B.A.
Chief Secretary to Government
Mysore
Bangalore

Sir,

With reference to your letter No. CS 5413-18 G.K. 276-17-3 dated 10th October 1917 calling for submission of a special confidential report regarding the work of Mr. M. Seshaderi, Probationary Assistant Commissioner attached to this District, for the half year ended 30th June 1917, I have the honor to enclose herein a Sealed Cover containing my report.

I have the honor to be
Sir
Your most obedient Servant
K. Mathias

Deputy Commissioner
Mysore District

W.D. C244—GPB—6,00,000—19-5-16—S.

1917. 68

3023

From K. Matthan Esqr B.A.
Deputy Commissioner
Mysore Dist

To C.S. Balasundram Iyer Esqr
Chief Secretary to Govt
of Mysore Bangalore

Dated 10th January 1918.

Despatched

Received

General No. Four 180
No.

Enclosure No. one

Re. Mr Confidential report
about the work of Mr M. Seshadri
Probationary Assistant Commissr

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

.....

Diary No. of letter replied to .. ..

GENERAL AND REVENUE SECRETARIAT

( )

, the *191* .

Date of issue 29th January 1918

Signed by Hon. F.E.J. Ker

Section 8m

File No. 276-17

Serial No. 27

No. G 10390

To

The Deputy Commr. Bangalore D

Sir,

With reference to your letter No. C.478/H.O.-J 1917-18 & 29.11.17, I am directed to ~~state~~ request that special confidential reports about the work of Mr. N. Sundararajiengar for the half year ending 30.6.17 may be obtained from the Officers who were in charge of ~~your~~ the D. before you during the

over.

the said half year and forwarded at a very Early date.

I have &c

Kato

W 28/11/16

For Chief Leg

List of enclosures.

Copied by

Examined by

W D&G--GPB--60,000-15-11-16

Bangalore District.

No....

Dated Bangalore, 28th February 1918.

From,

P.F. Bowring, Esq.,

Deputy Commissioner,

Bangalore District.

6983

To,

C.S.Balasundaram Iyer, Esq.,B.A.,

Chief Secretary to the Government of His Highness

the Maharaja of Mysore, Bangalore.

Sir,

In reply to your letter No.G.10390/G.M.276-17-27 of the 29th ultimo, re - the special confidential report about Mr.N. Sundararaja Iyengar, Probationary Assistant Commissioner, for the half year ending 30th June 1917, I have the honor to inform you, that the officers who were in charge of the District during the said half year have been addressed in the matter, and the special report called for will be sent on receipt of information from them.

I have the honor to be,

Sir,

Your most obedient servant.

P.F. Bowring

Deputy Commissioner,

Bangalore District.

L.S.R.
1.

Subtd

The report promised will be awaited

Recd 4/8/18 VB

4/8/18 W

W.D. C244—GPB—6,00,000—19-5-16—S.

1917—18

From

9415 The Dy: Comm^r
Bangalore Dt.

To

The Chief Secy: to
Govt:
Bangalore

Dated

Despatched 1/3/18

Received

General No. C 470 of 17/18
No. H.O.

Enclosure No.

---

re
— the special confidential
report about Mr N. Sundaraya
Iyengar, Podly: Asstt Comm^r, for the
half year ending 30th June 1917.

Office of the Deputy Commissioner,

Bangalore District.

No.....

Dated Bangalore, 14th March 1918.

From,

P.F.Bowring, Esq.,

Deputy Commissioner,

Bangalore District.

7617.

7 18

Jud 27617

48

To,

C.S.Balasundaram Iyer, Esq.,B.A.,

Chief Secretary to the Government of His Highness

the Maharaja of Mysore, Bangalore.

Sir,

In continuation of this office letter No.C.478 H.O. dated 1st instant, regarding the confidential reports about Mr.N. Sundararaja Iyengar, Probationary Assistant Commissioner, for the half year ending 30th June 1917, I have the honor to forward herewith in original, the reports received from the marginally noted Officers that were in charge of the District during the said half year.

I have the honor to be,

Sir,

Your most obedient servant.

Deputy Commissioner,
Bangalore District.

L.S.R.
1.

1. Mr.K.R.Srinivasa Iyengar,
2. Mr.Muhammed Zahiruddin Meeci,

1917-18

From C. Secy
Mr Dy: Comm^r
Bangalore Dt 18/3/18

To

The Chief Secy: to the
Govt: of Mysore Bl^re

Dated

Despatched 16/3/18 11909

Received

General No. D^r Sr 493

No. 17-18

Enclosure No. 1 Cover

Re Her Confidential report abon
Mr. N. Sundararaja Iyengar, Proby
Asstt Comm^r, for the half-year
ending 30th June 1917:—

G.R.S. VI-71]

SUBJECT..... Directing that Special Confidential report regarding the work of Pro: Asst. Comrs. be sent to the Govt. by ....

Diary No. of letter replied to.....

Section

File No.

Serial No.

General and Revenue Secretariat

( )

the *191*

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue.....

Read.—

Signed by.....

May this be

i Printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press?

vi published in the Gazette Kannada part?

Order ~~Thereon~~:— No.

Govt. direct that the special half-yearly confidential reports regarding the work of Pro: Asst. Comrs. prescribed

Over.

prescribed in paragraph 3 of G.O.
No. G.547-96 / G.M.327-16-29 of 17th July 1917
be in future submitted by the
Dy: Comrs. of ~~Dts.~~ to the
Rev. Comsr. in Mysore, who will forward them to Govt
with his own remarks.

Chiefsec to Govt.

To

The Rev. Comsr. in Mysore
Dy: Comrs. of ~~Dts.~~ to.

List of enclosures.

Copied by

Examined by

S. O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 3908-3957—C. B. 175-21, dated 5th January 1923.

Confidential Reports.

Prescribing separate forms of —— in narrative form for the Gazetted Officers of the several departments.

READ—

Government Order No. G. 5256-93—G. M. 233-14-1, dated 23rd November 1914, prescribing a revised form of confidential reports regarding the work done by graded officers and directing that the reports should be submitted to Government for each half year.

2. Government Order No. G. 10846-65—G. M. 233-14-8, dated 9th April 1915, directing that some more officers be included among those about whom half-yearly confidential reports are to be submitted to Government.

3. Government Order No. 10096—Edn. 158-16-2, dated 11th June 1917, prescribing a modified form of confidential reports regarding the work done by Educational Officers connected with the Mysore University.

4. Government Order No. 374—C. B. 23-18-27, dated 11th November 1918. requesting the Chief Commandant to submit confidential reports about the Superintendent, Amrut Mahal Department.

5. Government Order No. 544-46—C. B. 23-18-28, dated 9—10th December 1918, directing that the officers of the Industries and Commerce Department whose pay is Rs. 250 and above and the term of whose engagement is not less than two years, be also included in the list of officers about whom confidential reports are to be submitted to Government.

6. Government Order No. 650-710—C. B. 97-19-1, dated 24th November 1919, directing that the confidential reports about officers in all departments be made annual instead of half-yearly.

7. Correspondence ending with letter No .40, dated 7th July 1922, from the Registrar, Mysore University, submitting revised forms of confidential reports in respect of Professors, Assistant Professors and Registrar of the Mysore University.

ORDER No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

The form of confidential reports prescribed in the Government Orders read above is the same for all departments except in the case of the University and the Military Departments for whom separate forms have been prescribed. The present practice which prescribes one uniform set of questions and answers tends to make these reports merely formal and does not lend itself to adaptation in each department to suit its special requirements.

2. Government are therefore pleased to direct that in future the confidential reports be submitted in narrative form so as to contain in respect of each class of officers information under the various items referred to in the respective lists annexed to this order with other information which the Reporting Officer desires to record or bring to notice.

3. The form prescribed for the Commissioned Officers of the Mysore Military will continue as at present, without revision.

4. These reports should be submitted to Government for each official year punctnally on or before the 20th of July.

5. Special observations, if any, made in the reports in commendation or condemnation should not be based on vague or general impressions but should be supported by definite and specific facts or instances which should be stated in the report.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

6. In view of the altered form of the reports, no printed forms need be supplied by the Superintendent, Government Printing and Stationery, except to the Military Department.

K. MATTHAN,
Chief Secy. to Govt.

To—The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Superintendent, Government Printing and Stationery.

EXD.—A. M. K.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

ANNEXURE.

Report on the character and work of Mr.....

.....Amildar.

———

Age.....Total Service ....

Service as Amildar..... .....

I. Charge.
- (1) Name of taluk.
- (2) Period of charge.
- (3) Nature of charge—heavy, light or moderate.

II. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items :—

(1) Character of the work turned out by the Amildar under.—
- (i) Collection of revenues and land improvement loans.
- (ii) Disposal of darkhasts.
- (iii) Disposal of petitions and office papers.
- (iv) Touring and inspection of villages.
- (v) Magisterial work, if a Magistrate.
- (vi) Police work.
- (vii) Municipal
- (viii) Local Funds.
- (ix) Special work, if any, done including Village Improvement, and assistance rendered to other officers.
- (x) Income-tax work.
- (xi) Execution of decrees of Co-operative Societies.
- (xii) Office work in all branches.
- (xiii) Quality of his reports, judgments, etc.
- (xiv) Character—thoroughly honest or not.

(2) Matters of official and public interest in which the officer has specialised himself or takes special interest.

(3) General remarks, that is, general efficiency, habits, ability in riding, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....

Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. .....

....., Assistant Commissioner.

Age.

I. Service { Total / In grade

II. Charge
- (1) Nature of charge.
- (2) Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items ;—
- (1) Disposal of Revenue correspondence and appeals.
- (2 Disposal of petitions.
- (3 Control of Revenue Collections.

(4) Inspection of Villages and Taluk Offices. Treasuries and Sub-Registry Offices.
(5) Municipal work.
(6) Local Boards work.
(7) Magisterial work, if a Magistrate.
(8) Jamabandi work.
(9) Touring.
(10) Excise work.
(11) Income-tax work.
(12) Any special work done.
(13) Quality of his reports, judgments, etc.
(14) Is he well posted with requirements of the taluks in the Sub-Division.
(15) Has he a good grip over the Sub-Division?
(16) Matters of official and public interest in which the officer has specialised himself or takes special interest.
(17) Special aptitude (fit for account, survey or any other department).
(18) Character—Thoroughly honest or not.
(19) General Remarks, that is, whether the officer is zealous and energetic, his habits, whether the Officer commands the respect and confidence of those who come into officia relation with him and general efficiency.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr.....
....., Deputy Commissioner.

Age

I. Service { Total. / In grade.

II. Charge
(1) District.
(2) Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items:—
(1) Officer's grip over the district.
(2) His relations with the officers of the other departments.
(3) His popularity and degree of respect which he commands from the public.
(4) Whether his tours extend to all parts of the district.
(5) Revenue cases and appeals.
(6) Condition of the collection work in the district.
(7) Criminal work.
(8) Jamabandi work.
(9) Police work.
(10) Excise.
(11) Income-tax.
(12) Control of the Local Boards and Municipalities.
(13) Special work, if any.
(14) Distribution of patronage.
(15) Inspection of Treasuries, Taluk Offices, Sub-Registry Offices and District Excise Office.
(16) Promptness in decision.
(17) Remarks as to the administration of the district generally.

.....
Signature of the Reporting Officer.

No 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr. .....
....,Deputy Superintendent, Revenue Survey.

I. Age

Service { Total / In grade

II. Nature of charge.
Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items :—

1. (i) Inspection of the work of the Field Officers.
(ii) Condition of the Survey Accounts.
(iii) Quality of his reports, etc.
(iv) Disposal of petitions and office papers.
(v) Office work in all branches.
(vi) Condition of his camp equipment.
2. Matters of official and public interest in which the officer has specialised himself or takes special interest.
3. General remarks, that is, general efficiency, habits, ability in riding, executive capacity, fitness for promotion, whether the officer commands the respect and confidence of those who come into official relations with him.

.....
Signature of the Reporting Officer.

Report on the character and work of Mr. ..... ,
..... Assistant Superintendent, / Sub-Assistant Superintendent.
Revenue Survey Department.

I. Age.

Service { Total / In grade

II. Nature of charge.
Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items :—

1. (i) Nature of his Field work, whether it is satisfactory, if the number of prescribed tests were taken and whether the allotted work was finished in time.
(ii) Conditions of the accounts maintained by him.
(iii) Conditions of his camp equipments.
(iv) Tact in dealing with the public and controlling his subordinates.
(v) Quality of his reports.
2. Matters of official and public interest in which the officer has specialised himself or takes special interest.
3. General remarks, that is, general efficiency, habits, ability in riding, executive capacity fitness for promotion, whether the officer commands the respect and confidence of those whocome into official relations with him.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

No. 3908-3957—C. B. 175-21, dated 5th January 1923.

Report on the character and work of.....
.....,Revenue Survey Department.

(Officers other than Deputy Superintendent and Field Officers.)

I. Age.
Rank
Service { Total / In grade
II. Nature of charge.
Period of charge.
III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items :—
1. (i) Condition of the office in his charge.
(ii) Disposal of papers.
(iii) Quality of his reports.
(iv) Tact in managing his subordinates.
2. Matters of official and public interest in which the officer has specialised himself or take sspecial interest.
3. General remarks, that is, general efficiency, habits, ability in riding, executive capacity, fitness for promotion, whether the officer commands the respect and confidence of those who come into official relations with him.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr.....,
District Excise Officer.

I. Age.
Service { Total / In grade
II. (1) Charge.
(2) Period of charge.
III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items :—
1. (i) Knowledge of departmental technique
(ii) Control of revenue collection.
(iii) Crime records.
(iv) Touring.
(v) Inspection of shops, groves and offices.
(vi) Quality of his reports.
(vii) Office work generally.
2. Matters of official and public interest in which the officer has specialised himself or takes special interest.
3. General remarks, that is, general efficiency, habits, ability in riding, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

.....Report on the character and work of Mr.....
....,Office Assistant.

I. Age.
Service { Total / In grade
II. Charge.
Period of charge.
III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items :—
1. (i) His knowledge of departmental technique.
(ii) Quality of the office work generally.
(iii) Quality of his notes and reports.
2. Matters of official and public interest in which the officer has specialised himself or takes special interest.
3. General remarks, that is, general efficiency, habits, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

....
Signature of the Reporting Officer.

Report on the character and of Mr..... .....,
Assistant Registrar of Co-operative Societies.

I. Age
Grade of service
Service { Total / In grade / As Assistant Registrar.
II. (1) Charge.
(2) Period of charge.
(3) Whether charge heavy, light or adequate.
III. Opinion and impressions in a narrative form on the following points.
1. (i) Touring.
(ii) Nature and extent of control exercised over Inspectors and other subordinate officials.
(iii) Extent of organization work undertaken and general results.
(iv) Inspection of societies—general results of such inspections.
(v) Disposal of suits.
(vi) Audit of accounts.
(vii) Quality of notes, reports, judgments, etc.
(viii) Office work generally, thoroughness, promptness, etc.
(ix) Knowledge of departmental matters.
2. Interest taken in matters of official or public importance.
3. General remarks regarding efficiency, habits, executive capacity, ability to command the respect and confidence of those coming in contact with him and fitness for promotion.

.....
Signature of the Reporting Officer.

No. 3908-3957—C. B. 175-21, dated 5th January 1923.

Report on the character and work of Mr. .....

..... Sub Assistant Conservator. / Assistant Conservator. / Deputy Conservator.

of Forests.

I. Age

Service { Total / In Grade

II. Nature of charge.
Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items:—

1. (i) Forest Revenue.
   (ii) His knowledge of departmental technique.
   (iii) Quality of his reports.
   (iv) Quality of inspection.
      (a) Subordinate offices.
      (b) Field inspections.
   (v) Touring.
   (vi) Office work generally.
   (vii) General reputation.
2. Matters of official and public interest in which the officer has specialised himself or takes special interest.
3. General remarks, that is, general efficiency, habits, ability in riding, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....

Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. .....

....., Deputy Comptroller. / Assitant Comptroller.

I. Age

Service { Total / In Grade

II. Charge.
Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following:—

1. (i) Mastery of departmental technique.
   (ii) Quality of his notes.
   (iii) Condition of work in his Branch.
2. Matter of official and public interest in which the officer has specialised himself or takes special interest.
3. General remarks, that is, general efficiency, habits, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....

Signature of the Reporting Officer.

Remarks by the Head of the Department.

No. 3908-3957--C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr. .....

.....

District Judge.
Subordinate Judge.
Munsiff.
First Grade Magistrate.
Second Grade Magistrate.

I. Age.

Service { Total / In Grade

II. (i) Charge.
(ii) Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items:—

1. (i) Condition of the original and appellate work of the Court.
(ii) Relations with the members of the Bar.
(iii) Quality of his judgment, reports, etc.
(iv) Attention to office routine.
(v) Despatch of work—prompt or not?
2. Matters of official and public interest, if any, in which the officer has specialised himself and takes special interest.
3. General remarks, *i.e.*, general efficiency, habits, reputation, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....

Signature of the Reporting Officer.

Remarks by the Chief Court.

.....

Report on the character and work of Mr. .....

.....

Registrar, Chief Court.
Deputy Registrar, Chief Court.

I. Age.

Service { Total / In Grade

II. (i) Charge.
(ii) Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items:—

1. (i) Condition of the office work generally.
(ii) Quality of his notes.
(iii) His knowledge of the departmental technique.
2. Matters of official and public interest, if any, in which the officer has specialised himself and takes special interest.
3. General remarks, that is general efficiency, habits, fitness for promotion and whether the officer commands respect and confidence of those who come into official relations with him.

.....

Signature of the Reporting Officer.

Remarks by the Chief Court.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr.. $\frac{\text{Superintendent of Police.}}{\text{Assistant Superintendent of Police.}}$

I. Age.

Service { Total.
As Assistant Commissioner.
As Superintendent.

II. 1. Charge.
2. Period of charge.

III. The Reporting Officer should give his opinion and impressions in the narrative form so as to cover the following items:—

1. (i) State of crimes generally.
(ii) Investigation of heinous offences.
(iii) Quality of his reports.
(iv) Maintenance of discipline and *esprit de corps*.
(v) Inspection of police offices and stations, etc.
(vi) Relations with the Magistrates and officers of other departments.
(vii) Office work generally.
(viii) Mastery of departmental technique.
(ix) Detective ability.
(x) Promptness in decision.
(xi) Character.

2. Matters of official and public interest in which the officer has specialised himself or takes special interest.

3. General remarks, that is, general efficiency, habits, ability in riding, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. ...., Head quarter Assistant to the Inspector-General of Police in Mysore.

I, Age.

Service { Total.
As Assistant Commissioner.
As Head quarter Assistant.

II. The Reporting Officer should give his opinion and impressions in the narrative form so as to cover the following items:—

1. (i) Mastery of departmental technique.
(ii) Quality of his notes, reports, etc.
(iii) Office work generally.
(iv) Tact in dealing with his subordinates.

2. Matters of official and public interest in which the officer has specialised himself or takes special interest.

3. General remarks, that is, general efficiency, habits, ability in riding, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

....
Signature of the Reporting Officer.

Remarks by the Head of Department,

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr..... ...., Professor or Assistant Professor.

1. Age.
2. (*a*) Service:—
   Total Service—
   (1) As Professor.
   (2) As Assistant Professor.
   (3) As Lecturer, Tutor or Demonstrator.
   (4) In any other capacity.
   (*b*) Salary.
3. (*a*) Subjects and the classes taught.
   (*b*) Periods of charge of the classes.
4. (*a*) Quality of class lectures.
   (*b*) Results of Public Examinations—

Examinations.—Subject taught in whole or in part.	No. presented in the subject.	No. passed in the subject.

5. (*a*) Time devoted every week—
   (i) To class 'Lecture' work.
   (ii) To 'Practical' or 'Exercise' work.
   (iii) Tutorial guidance and supervision (including attention to individual students).
   (*b*) Research work done and literary productions, if any, during the year, (including contributions to the University Magazine).
6. Attitude towards him of pupils.
   (*a*) Pupils.
   (*b*) Colleagues and the public.
7. Ability to enforce discipline and to influence students.
8. Interest in College games and sports.
9. Interest in the University Union and its work.
10. Visits to students in the Collegiate Hostels or other places of residence.
11. Voluntary work among students during the year.
12. Number of lectures (other than class lectures) delivered during the year, (including Extension lectures).
13. Literary and other distinctions gained during the year.
14. Special acquirements useful to the University.
15. (*a*) Interest taken in matters of public importance during the year.
   (*b*) Interest in Social Service work as organised by students.
16. Remarks, as regards—
   (*a*) Health, frequency of absence on leave.
   (*b*) Habits, industry, earnestness, etc.
   (*c*) Temper in dealing with those with whom he is brought into contact.
17. Fitness for any other work.
18. Character and culture.

..... Signature of the Reporting Officer

Remarks by the Head of the Department.

Note.—Special observations, if any, made in commendation or condemnation should on no account be couched in general terms but should be based on definite and specific merit or demerit which should be stated.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr.....

Registrar, Mysore University.

1. Age.
2. (*a*) Total service—
   (*b*) Administrative service—
   (*c*) Salary.
3. Knowledge of matters—
   (*a*) Academical.
   (*b*) Administrative.
4. Despatch and quality of work—
   (*a*) Office routine.
   (*b*) Other work in general.
5. Remarks regarding—
   (*a*) Tact in dealing with
      (i) Professors.
      (ii) Governing bodies, etc.
      (iii) College students, etc.
      (iv) Others.
   (*b*) Temper.
   (*c*) Habits, industry, etc.
   (*d*) Health, frequency of absence on leave.
6. Special aptitude—
   (*a*) For University work.
   (*b*) For any other work.
7. Fitness for any other kind of work.
8. Culture and character.
9. General efficiency and capacity.

.....

Signature of the Reporting Officer.

Remarks by the Head of the Department.

Note.—Special observations, if any, made in commendation or condemnation should not be based on vague or general impressions but on definite and specific facts which should be stated.

Report on the character and work of Mr.....

.....

Superintendent of Central Jail, Bangalore.
Superintendent of Mysore Jail.

I. Age.
   Grade of service.
   Service { Total / In grade / As Superintendent.

II. Opinion and impressions in a narrative form on the following points.—

1. (i) Knowledge of departmental technique.
   (ii) Maintenance of Jail discipline.
   (iii) Health of convicts and sanitation.
   (iv) Condition of Jail Garden, Farm and Manufactory.
   (v) Condition of the accounts.
   (vi) Office work in general.
   (vii) Quality of his reports, etc.
   (viii) Character.
   (ix) Tact in dealing with his subordinates.
2. (i) Special acquirements useful to the Department.
   (ii) Interest taken in matters of official and public importance.
3. General remarks regarding efficiency, habits, executive capacity, ability to command the respect and confidence of those coming in contact with him and fitness for promotion.

.....

Signature of the Reporting Officer.

Remarks by the Head of the Department.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr. .....

..... Head Master, Collegiate High School. / Head Master, High School. / Principal, Normal School. / Head Master, Technical School.

I. Age.

Service { Total / As Head Master.

II. (i) Charge.
(ii) Period of charge.

III. Opinion and impressions in a narrative form on the following points:—

1. (i) Quality of lectures, lessons, etc. and management of classes.
(ii) Control of staff and Students.
(iii) Relative standing of the institution as tested by success in public examinations and the annual inspection and popularity among students.
(iv) Specialisation in any branch of Pedagogics.
(v) Voluntary work among students undertaken and lectures delivered for the benefit of the public.
(vi) Relation with the local public.
(vii) Interest taken in the physical well being of the school.
(viii) Office work.

2. (i) Literary and other distinctions earned and special acquirements useful to the department.
(ii) Interest taken in matters of official and public importance.

3. General remarks regarding efficiency, habits executive capacity, ability to command the respect and confidence of those coming in contact with him and fitness for promotion.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. .....

..... Circle Inspector. / District Inspector. / Inspectress of Girls' Schools

I. Age.

Service { Total / In the present appointment.

II. (i) Charge.
(ii) Period of charge.

III. Opinion and impressions in a narrative form on the following points:—

1. (i) Nature of work done during the year.
(ii) Quality and extent of Inspection work.
(iii) Knowledge of Departmental technique.
(iv) Condition of accounts and office work generally.
(v) Relations with those working under him.

2. (i) Literary and other distinctions earned and special acquirements useful to the department.
(ii) Interest taken in matters of official and public importance.

3. General remarks regarding efficiency, habits, executive capacity, ability to command the respect and confidence of those coming in contact with him and fitness for promotion.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

No. 3908-3957—C. B. 175-21, dated 5th January 1923.

Report on the character and work of Mr./Mrs./Miss. .....

..... Surgeon / Assistant Surgeon

I. Age.

Service. { Total / In grade

II. (i) Charge.
(ii) Period of charge.

III. Opinion and impressions in a narrative form on the following points.—

1. (i) Proficiency in Medical Science.
(ii) Surgical skill.
(iii) Popularity.
(iv) Office work, if any.
(v) If in District Medical charge or in charge of hospital or dispensary, control over subordinates.
(vi) Condition of the hospital or dispensary.
(vii) Character.
2. (i) Special acquirements useful to the department including special studies training and research.
(ii) Interest taken in matters of official and public importance.
3. General remarks regarding efficiency, habits, executive capacity, ability to command the respect and confidence of those coming in contact with him, and fitness for promotion.

.....

Signature of the Reporting Officer

Remarks by the Head of the Department.

Report on the character and work of Mr..... ....., District Medical and Sanitary Officer.

I. Age.

Service { Total / In grade

II. (i) Charge.
(ii) Period of charge.

III. Opinion and impressions in a narrative form on the following points:—

1. (i) Proficiency in Sanitary Science and special studies and research.
(ii) Proficiency in Medical Science.
(iii) Surgical skill.
(iv) Popularity.
(v) Office work, if any.
(vi) If in District Medical charge or in charge of a hospital, control over subordinates.
(vii) General condition of the hospital of which he is in charge.
(viii) Endeavour made for the practical application of the several health clauses of the Regulations in force in the area under his charge.
2. (i) Special acquirements useful to the department including special studies, training and research.
(ii) Interest taken in matters of official and public importance.
3. General remarks regarding efficiency, habits, executive capicity, ability to command the respect and confidence of those coming in contact with him and fitness for promotion.

.....

Signature of the Reporting Officer.

Remarks by the Head of the Department.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr. ...., Agriculture Department.

I. Age.

Service { Total / In grade

II. (i) Charge.
(ii) Period of charge.

III. Opinion and impressions in a narrative form on the following points:—

1. (i) Proficiency in professional knowledge and research or original work done.
(ii) Quality of experimental and field work.
(iii) Quality of his notes and reports.
(iv) Touring and Inspection.
(v) Office work.
(vi) His relations with the raiyat population.
(vii) Voluntary work amongst raiyats undertaken.
2. (i) Literary and other distinctions and special acquirements useful to the department.
(ii) Interest taken in matters of official and public importance.
3. General remarks regarding efficiency, habits, executive capacity and tact in dealing with those with whom he is brought in contact and fitness for promotion.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. ...., Public Works Department.

I. Age.

Service { Total / In grade

II. (i) Charge.
(ii) Period of charge.

III. Opinion and impressions in a narrative form on the following points.—

1. (i) Professional knowledge.
(ii) Organization of labour.
(iii) Efficiency in management of charge.
(iv) Inspection and quality of works.
(v) Inspection of offices.
(vi) Condition of accounts.
(vii) Quality of his reports.
(viii) Condition of office generally.
(ix) Tact in dealing with the subordinates and the contractors.
2. (i) Special acquirements useful to the Department.
(ii) Interest taken in matters of official and public importance.
3. General remarks regarding efficiency, habits, executive capacity, tact in dealing with and ability to command the respect and confidence of those with whom he is brought in contact and fitness for promotion.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr.....
.....; Industries and Commerce Department.

I. Age.

Service { Total / In grade

II. (i) Charge.
(ii) Period of charge.

III. Opinion and impressions about the officer in a narrative form with reference to the following points :—

1. (i) Knowledge of departmental technique.
(ii) Condition of the institution or business in charge.
(iii) Tact in managing workmen.
(iv) Relations with the mercantile and industrial communities in particular and the public in general.
(v) Experimental and propoganda work.
(vi) Office work, if any.
2. (i) Technical and other distinctions earned and special acquirements useful to the department.
(ii) Interest taken in matters of official and public importance.
3. General remarks regarding efficiency, habits, executive capacity, display of tact in dealing with and ability to command the respect and confidence of those coming in contact with him and fitness for promotion.

.....
Signature of the Reporting Officer

Remarks by the Head of the Department.

Report on the character and work of Mr.....,
Engineering Department and Loco and Carr Department, (Mysore Railways).

I. Age.

Service { Total / In grade

(1) Technical knowledge.
(2) Promptitude in carrying out orders and replying to letters.
(3) Control over staff.
(4) Reliability and capacity to take responsibility on an emergency.
(5) Foresight in making arrangements to carry out work.
(6) Economy in carrying out work.
(7) Avoidance of undue delay in completing work.
(8) Knowledge of departmental rules and accounts.
(9) Office work and capacity to write clearly and concisely.
(10) Any special qualifications.
(11) Fitness for promotion.
(12) General.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department,

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr..... .....
Traffic Department, (Mysore Railways.)

Age.
Service { Total / In grade

(1) Tact in dealing with the public.
(2) Promptitude in replying to letters.
(3) Reliability and capacity to take responsibility on an emergency.
(4) Foresight in making arrangements in time.
(5) Economy of management.
(6) Control over staff.
(7) Efficiency of out-door inspection and supervision.
(8) Knowledge of departmental accounts, procedure and rules.
(9) Office work and capacity to write clearly and concisely.
(10) Any special qualifications.
(11) Fitness for promotion.
(12) General.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. .....
Stores Department, (Mysore Railways.)

Age.
Service { Total / In grade

(1) Technical knowledge.
(2) Relations with firms and the public generally.
(3) Promptitude in dealing correspondence and office work generally.
(4) Knowledge of departmental rules and accounts.
(5) Foresight in making arrangements in ample time.
(6) Up-keep of stores and disposal of surplus or unserviceable stores.
(7) Generel economy of working.
(8) Control of staff.
(9) Fitness for promotion.
(10) General.

.....
Signature of the Reporting Officer

Remarks by the Head of the Department.

Report on the character and work of Mr. .....
....., Mines and Explosives Department.

I. Age.
Service { Total / In grade
II. (i) Charge.
(ii) Period of charge.
III. Opinion and impressions in a narrative form on the following points:—

1. (i) Knowledge of departmental technique.
   (ii) Inspection of Mines, Explosives and Explosive premises.
   (iii) Quality of his reports and notes.
2. (i) Special acquirements useful to the department.
   (ii) Interest taken in matters of official and public interest.
3. General remarks regarding efficiency, habits, executive capacity, ability to command the respect and confidence of those coming in contact with him and fitness for promotion.

.....

Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. ...., Geological Department.

1. Age.
   Service { Total / In grade
II. (i) Charge.
   (ii) Period of charge.
III. Opinion and impressions in a narrative form on the following points:—
1. (i) Knowledge of departmental technique.
   (ii) Quality of his reports.
   (iii) Field work.
   (iv) Office work, if any.
2. (i) Special acquirements, useful to the department.
   (ii) Interest taken in matters of official and public importance.
3. General remarks regarding efficiency, habits, executive capacity, ability to command the respect and confidence of those coming in contact with him and fitness for promotion.

.....

Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. ....., Personal Assistant to Chief Commandant

I. Age.
   Service { Total / In grade
II. Charge.
   Period of charge.
III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items:—
1. (i) His knowledge of departmental technique.
   (ii) Quality of the office work generally.
   (iii) Quality of his notes and reports.
2. Matters of official and public interest in which the officer has specialised himself or takes special interest.
3. General remarks, that is, general efficiency, habits, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....

Signature of the Reporting Officer.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

Report on the character and work of Mr. ....
.....,Accounts Assistant to Chief Commandant.

I. Age.

Service { Total / In grade

II. Charge.
Period of Charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following.—

1. (i) Mastery of deparmental technique.
(ii) Quality of his notes.
(iii) Condition of work in his branch.

2. Matters of official and public interest in which the officer has specialised himself or takes special interest.

3. General remarks, that is, general efficiency, habits, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....
Signature of the Reporting Officer

Report on the character and work of Mr. .....
....., Assistant. Superintendent, Government Printing.

I. Age.

Service. { Total. / In grade.

II. (i) Charge.
(ii) Period of charge.

III. Opinion and impressions about the officer in a narrative form with reference to following points :—

1. (i) Professional knowledge.
(ii) Condition of the institution or branch in his charge.
(iii) Tact in managing workmen and subordinates.
(iv) Interest evinced in improving the quality of work, in effecting economy in printing and in training workmen and apprentices.
(v) Office work, if any.

2. (i) Distinctions earned and special acquirements useful to the department.
(ii) Interest taken in matters of official and public importance.

3. General remarks regarding efficiency, habits, executive capacity, professional skill, display of tact in dealing with and ability to command the respect and confidence of those coming in contact with him and fitness for promotion.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. .....
....,Assistant Superintendent, Government Gardens.

I. Age.

Service. { Total. / In grade.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

II. (i) Charge.
(ii) Period of charge.

III. Opinions and impressions about the officer in a narrative form with reference to the following points :—

1. (i) Professional knowledge.
(ii) Condition of the institution in charge.
(iii) Tact in managing workmen and subordinates.
(iv) Relations with the non-official public and private gentlemen engaged or interested in horticulture.
(v) Investigation or experimental work conducted, if any.
(vi) Office work, condition of accounts, etc.

2. (i) Distinctions earned and special acquirements useful to the department.
(ii) Interest taken in matters of official and public importance.

3. General remarks regarding efficiency, habits, executive capacity, display of tact in dea-l ing with and ability to command the respect and cofidence of those coming in contact with him and fitness for promotion.

.....
Signature of the Reporting Officer.

Remarks by the Head of the Department.

Report on the character and work of Mr. .....
.....,Superintendent, Amrut Mahal Department.

I. Age.

Service, { Total / In grade

II. Nature of charge.
Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items :—

1. (i) His knowledge of departmental technique.
(ii) Quality of inspection.
(a) Subordinate offices.
(*b*) Kavals and herds.
(iii) State of the herds.
(iv) Touring.
(v) Office work generally.
(vi) Relations with the officers of other departments and the non-official public.

2 . Matters of official and public interest in which the officer has specialised himself or takes special interest.

3. General remarks, that is, general efficiency, habits, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....
Signature of the Reportihg Officer.

Report on the character and work of Mr. .....
.....Special Income-tax Collector.

1. Age.

Service. { Total / In grade

II. Nature of charge.
Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following items :—

1. (i) His knowledge of departmental technique.
(ii) Quality of inspections.
(iii) His notes and reports.
(iv) Tact in managing subordinates.
(v) Office work generally.
(vi) General reputation and relations with the non-official public.

2. Matters of official and public interest in which the officer has specialised himself or takes special interest.

3. General remarks, that is, general efficiency, habits, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....
Signature of the Reporting Officer.

Report on the character and work of Mr. ....
....,Assistant, Under Secretary to Government.

I. Age.

Service { Total / As Assistant Commissioner. / In Secretariat.

II. (i) Charge.
(ii) Period of charge.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following :—

1. (i) Knowledge of subjects he has to deal with.
(ii) Knowledge of standing orders and procedure.
(iii) Promptness in disposal and correctness of notes.
(iv) Efforts made to standardise work and simplify procedure
(v) Judgment—sound or not.
(vi) Tact in dealing with his subordinates.
(vii) Any work of a special nature done.

2. Matters of official and public interest in which the officer has specialised himself or takes special interest.

3. General remarks, that is, general efficiency, habits, executive capacity, fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....
Signature of the Reporting Officer.

Reporting on the character and work of Mr. .....
.....,Chief Officer, City Municipality.

I. Age.

Service { Grade of service / Total / In grade / As Chief Officer.

II. (i) Charge
(ii) Period of charge.

No. 3908-3957—C. B. 175-21, DATED 5TH JANUARY 1923.

III. The Reporting Officer should give his opinion and impressions in narrative form so as to cover the following :—

1. (i) Knowledge of general principles of Municipal Government.
(ii) Quality of his notes, reports, etc.
(iii) Quality of inspection.
(iv) Judgment—sound or not.
(v) Promptness in disposal.
(vi) Decision—quick or not.
(vii) Office work generally.
(viii) Tact in dealing with his subordinates.
(ix) Special work done.

2. Matters of official and public interest in which the officer has specialised himself or takes special interest.

3 General remarks, that is, general efficiency, habits, executive capacity. fitness for promotion and whether the officer commands the respect and confidence of those who come into official relations with him.

.....
Signature of the Reporting Officer.

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